

## **PROCEDURE FOR OBTAINING A ZONING PERMIT For New Construction:**

1. Fill out Application
2. Pay Fee **(\$300.00 + \$30.00)** Required
3. Leave 2 Copies of appropriate proposed Plot Plan.
4. ZEO reviews Refers to Town Planner/ Wetlands
5. Town Planner Reviews and Refers to Engineering/Water Pollution Control
6. Engineer reviews and Contacts Applicant  
**(Please allow 7 to 10 Days for review Process)**
7. Applicant Pays Applicable Sewer Connection Fee
8. ZEO **signs final permit** application.
9. ZEO refers Applicant to Building Department for Foundation Permit.

## **Following installation of Foundation:**

1. Submit Three Copies of **A-2 survey As-Built** to Zoning for Approval and to Eng. Dept.
2. Applicant brings signed As-Built to Building.
3. Applicant Request House Number from Engineering Dept.

## **To Obtain Final Certificate of Occupancy (CO):**

1. Obtain CO sign off sheet form from Building Dept.
2. Submit Final As-Built with all requirements to Zoning and Engineering.
3. Zoning and Engineering will inspect property.
4. Obtain Letter of Escrow from Attorney for Items not completed.  
ie, lawn, property pins.**(only between Nov.1-April 15)**
5. Obtain all signatures required on **Final Sign Off sheet**, and submit to Building Dept. for CO.

**Land Use Dept.**  
**Engineering Dept.**

**Borough of Naugatuck**  
**229 CHURCH STREET – NAUGATUCK**  
**720-7042**

**APPLICATION FOR ZONING COMPLIANCE PERMIT**  
**NEW CONSTRUCTION**

(Please provide 3 copies of Proposed Plot Plan)

Permit # \_\_\_\_\_ Date of Application \_\_\_\_\_ 20\_\_\_\_  
Zoning District \_\_\_\_\_ Lot Area \_\_\_\_\_ Lot Frontage \_\_\_\_\_  
Location \_\_\_\_\_  
Applicant \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_

**PROPERTY USE**      Single Family Residence \_\_\_\_\_      Multi-Family Residence \_\_\_\_\_  
                                 Industrial \_\_\_\_\_      Commercial \_\_\_\_\_  
                                 Existing Structure \_\_\_\_ Yes \_\_\_\_ No

**PROPOSED STRUCTURE**

1. Description \_\_\_\_\_ Deck \_\_\_\_\_  
2. Dimensions \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ Height \_\_\_\_\_  
3. Livable Floor Area \_\_\_\_\_  
4. Estimated Cost of Construction \$ \_\_\_\_\_

**ADDITIONAL REQUIRED APPROVALS (Signed and Dated)**

Borough Engineer \_\_\_\_\_ WPCB \_\_\_\_\_  
Wetlands Officer \_\_\_\_\_ Town Planner \_\_\_\_\_  
Health Dept. Approval (If Required) Yes \_\_\_\_ No \_\_\_\_ Date of Approval \_\_\_\_\_

\*      Application must be returned to the Zoning Enforcement Officer prior to the  
         issuance of a Zoning Compliance Permit.

**PLOT PLAN**      Conforming All Aspects \_\_\_\_\_      Non Conforming \_\_\_\_\_  
Does Not Conform \_\_\_\_\_  
Conforms Through Variance granted to \_\_\_\_\_  
For \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

This permit, if issued, is based upon the plot plan submitted. Falsification, by misrepresentation or omission, or failure to comply with the conditions of approval of this permit shall constitute a violation of the Borough of Naugatuck Zoning Regulations.

Permit is:              Issued \_\_\_\_\_      Denied \_\_\_\_\_

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_

Fee \_\_\_\_\_  
Date \_\_\_\_\_ 20\_\_\_\_  
Permit # \_\_\_\_\_

\_\_\_\_\_  
**Zoning Enforcement Officer**

\_\_\_\_\_  
Applicant

**BOROUGH OF NAUGATUCK LAND USE OFFICE  
PLOT PLAN ZONING REQUIREMENT CHECKLIST**

APPLICANT/LOCATION: \_\_\_\_\_

- ☐ A-2 Survey/Plot plan to be prepared/embossed by licensed CT land surveyor.
- ☐ Zoning Table showing zoning requirements of the district and lot/building's compliance.
- ☐ Deed book (map) reference found in the Naugatuck Office of the Town Clerk.
- ☐ Property size, lines and dimensions and zoning district requirements. ( Lot Size)
- ☐ Location of minimum building setbacks. ( Requirements per zone)
- ☐ Names of owners of record of abutting properties or lot number.
- ☐ Location and dimensions of all proposed/existing easements or rights of ways.
- ☐ Rear lot and requirements (Area, Accessway), frontage.
- ☐ Existing and proposed grading.
- ☐ Proposed and existing building location and dimensions, including accessory structures (garages, pools, decks, shed, etc.).
- ☐ Distance of building from street right of way and street centerline. ( Substandard rear setbacks)
- ☐ Location of driveway and parking area.
- ☐ Erosion and sedimentation controls.
- ☐ Show Minimum Buildable Area (See Zoning Regulations, Section 24.10).
  - ☐ Location, Dimensions of Buildable Area
  - ☐ Slopes (Over 25%) Not Exceeding 25 % of Buildable Area

NOTES: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Officer                      Date

**BOROUGH OF NAUGATUCK LAND USE OFFICE  
PLOT PLAN ZONING REQUIREMENT CHECKLIST**

APPLICANT/LOCATION: \_\_\_\_\_

- ☐ Location of inland wetlands, flood zone.
- ☐ If required by subdivision approval, limit of clearing boundary.
- ☐ If required by subdivision approval, street tree(s) and all trees having a 24" (caliper) or greater located within the designated limit of clearing.
- ☐ Lot substantially meets all subdivision required layouts.
- ☐ If required by subdivision approval, outline of existing deed restrictions or covenants.
- ☐ Show Minimum Buildable Area (See Zoning Regulations, Section 24.10).
  - ☐ Inland Wetlands and Watercourses (None)

NOTES: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Wetlands Officer                      Date